

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-1 PROFESSIONAL DEVELOPMENT Group Headquarters and all units will be rated						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPM 20-1 Part II)						
a.	Has a Unit/Group Professional Development Officer (PDO) appointed in writing?	SUI	Both				CAPR 10-3 Para 1c
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para 3
c.	Has the PDO completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para 2
d.	Has the PDO enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para 2
e.	Is the PDO familiar with CAPP 204, CAPR 50-17, and all CAP directives in the 35, 39, 50, 280 and 900 series, plus CAWGM 11-1?	OPT	Both				Management item
f.	Is the PDO monitoring subordinate Units to ensure that Unit PDOs are familiar with CAPP 204, CAPR 50-17, and all CAP directives in the 35, 39, 50, 280, and 900 series, plus CAWGM 11-1?	OPT	Group				Management item
2.	Responsibilities (CAPR 50-17)						
a.	Are Unit goals established for the senior program?	OPT	Group				Management item
b.	Does the PDO maintain a current roster of subordinate Unit PDOs?	OPT	Group				Management item
c.	Is the Professional Development Report (PDR), formerly known as Senior Training Report, used to monitor the senior training program?	OPT	Both				CAPR 50-17 Para. 2-6
d.	Does the PDO ensure that training additions, deletions, or corrections are posted to the PDR, and specialty track changes are made in red ink?	OPT	Both				CAPR 50-17 Para 2-6b
e.	Does the PDO ensure that the PDR is updated and returned to HQ CAP/ETS by the required suspense dates?	OPT	Both				CAPR 50-17 Para. 2-6b(6)
f.	Does the Unit/Group conduct a Level I/CPPT at least quarterly?	SUI	Group				CAPR 50-17 Para. 3-6
g.	Is Level I/CPPT done by certified instructors?	OPT	Both				Management item

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
h.	Have all senior members and appropriate cadets completed Cadet Protection Program Training (CPPT)?	SUI	Both				CAPR 50-17 Para. 3-1
i.	Is the PDO familiar with key wing, region, and National training events and are they publicized to the unit?	OPT	Both				CAPR 50-17 Para. 2-1 and 8-1
j.	Has the Group offered Squadron Leadership Schools (SLS) and a Corporate Learning Courses (CLC) frequently enough and within reasonable distance to support the needs of the units?	SUI	Group				CAPR 50-17 Para 4-6b and 5-3c
k.	Are CAPF'S 45 and 45b current and complete for all Unit / Group members? NOTE: Check this by selecting two or three files at random and compare them against the STR for the Unit?	SUI	Both				CAPR 50-17 Para 2-4b, 3-8, 4-2f, 5-4, 6-4, 7-3, and 8-1b(3)
l.	Are the Professional Development Reports (PDR) updated and used as a management tool by the Professional Development Officer (PDO) and the commander?	SUI	Both				CAPR 50-17 Para 2-6
m.	Does the PDO properly utilize CAPF 24 to document completion of Levels II through V training?	OPT	Both				CAPR 50-17 Para. 4-7, 5-4, 6-4 and 7-3
n.	Are Professional Development awards processed in a timely and appropriate manner?	SUI	Both				CAPR 50-17 Para 2-5
o.	Does the PDO maintain a reference library of materials used in the senior training program?	SUI	Both				CAPR 50-17 Para. 2-2
p.	Does the reference library include the AFIADL (ECI) Catalog, Specialty Training Track Study Guides and the Senior Member Handbook?	OPT	Both				CAPR 50-17 Para. 2-2
3.	Testing: (CAPR 50-4)						
a.	Has a Unit Test Control (TCO) officer and alternate been appointed in writing?	SUI	Both				CAPR 50-17 Para. 2-3 and CAPR 50-4 Para 3a
b.	Is a copy of the PA or CAPF 2a filed in the TCO's personnel file?	OPT	Both				CAPR 35-1 Para 3
c.	Is the TCO familiar with CAPR 50-4 and CAPR 50-17	OPT	Both				CAPR 20-1, Part III
d.	Has the TCO completed Level I/CPPT?	OPT	Both				CAPR 35-1 Para 2a
e.	Has CAPF 53 with all required signatures been submitted to HQ CAP/ETS and CAWG/ETS?	OPT	Both				CAPR 52-16 Para 2-3e
f.	Does the PDO forward a copy of all AFIADL Forms 23 to CAWG/ETS?	OPT	Both				CAPR 50-17 Para. 8-1b(3)
g.	Does the PDO monitor the progress of members enrolled in AFIADL courses?	OPT	Both				CAPR 50-17 Para 8-1b(3)(f)

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
h.	Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the TCO IAW CAP and AFIADL guidance?	SUI	Both				CAPR 50-4
i.	Are AFIADL test procedures being followed?	OPT	Both				CAPR 50-17 Para 8-1b(3)(d)
j.	Are testing materials properly secured?	SUI	Both				CAPR 50-4 Para 1-4, 2-4
k.	Are testing materials inventoried at least every 90 days?	SUI	Both				CAPR 50-4 Para 1-5
l.	Are test inventory logs maintained for at least 24 months?	SUI	Both				CAPR 50-4 Para 2-6
m.	Are all AFIADL Course completions recorded on CAPF45 or 66?	OPT	Both				CAPR 50-17 Para. 8-1b(3)(d)

PROFESSIONAL DEVELOPMENT PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show copies of the training records of the Professional Development Officer and Test Control Officer	OPT	Both	
2.	Show list of subordinate PDO personnel at the Unit level to include addresses, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	How many times was a Level 1 / Cadet Protection Program Training class was offered in the geographic area of the unit/group during the past year?	OPT	Both	
4.	How many personnel have taken Level 1 / CPPT during the past year?	OPT	Both	
5.	How many members of the unit have NOT COMPLETED Level One and CPPT	SUI	Unit	
6.	How many members of the unit have completed SLS?	SUI	Unit	
7.	How many members of the unit have completed CLC?	SUI	Unit	
8.	How many personnel have gone to region staff college during the past year?	OPT	Both	
9.	How many personnel have gone to national staff college during the year?	OPT	Both	
10.	Describe in detail the status of training for the Unit / Group	OPT	Both	
11.	Describe in detail why the inspection team should consider rating Professional Development any higher than satisfactory?	OPT	Both	

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Group / Unit Inspected _____ Date _____

PROFESSIONAL DEVELOPMENT GRADE, COMMENTS, OBSERVATIONS, FINDINGS,

COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected.

Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-2 CHAPLAIN SERVICE & MORAL LEADERSHIP Units may share Chaplains and Moral Leadership Officers						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPM 20-1)						
a.	Has a chaplain and/or moral leadership officer (MLO) been appointed in writing?	OPT	Both				CAPR 35-1 Para. 3
b.	Is there a separate MLO and has this person been appointed in writing?	OPT	Both				
c.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para. 3
d.	Has the chaplain/MLO completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para. 2 and CAPR 265-1 Para. 6.d(1)
e.	Has the chaplain/MLO accomplished the required items specified in CAPR 265-1? a. Formal Education Requirements b. Moral Leadership officers (MLO'S) Approval c. Confidentiality	SUI	Both				CAPR 265-1 Para 6c Para 7 Para 17
f.	Has the chaplain/MLO completed or is he/she in the process of completing specialty track CAPP 221 and CAPP 221A?	SUI	Both				CAPR 265-1 Para. 11 and 12
2.	Duties: (CAPR 265-1)						
a.	Does the chaplain maintain a current roster of subordinate Unit chaplains?	OPT	Group				Management Item
b.	Is the chaplain monitoring subordinate Units to ensure that Unit chaplains/moral leadership officers are familiar with the CAPP 265 series, CAPM 20-1, CAPR 265-1, CAWGM 11-1 and other training programs?	OPT	Group				Management Item
c.	Is a private office available in which to conduct counseling?	OPT	Both				CAPR 265-1 Para 17
d.	Are interviews of Unit personnel being accomplished utilizing CAPF 48?	OPT	Both				CAPR 265-1

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
e.	Does the Chaplain/Moral Leadership Officer understand the distinction between Chaplains and MLO'S especially in matters of privileged communication, confidentiality and performing religious services?	SUI	Both				CAPR 265-1 Para 17
f.	Is CAPP 265 series used in moral leadership training?	OPT	Both				CAPR 265-1
g.	Does the chaplain/MLO provide ethics and values instruction in moral leadership training?	OPT	Both				CAPR 265-1
h.	Does the chaplain provide pastoral care and spiritual renewal?	OPT	Both				CAPR 265-1 Para 16
i.	Does the chaplain provide advice on religious, ethical, and quality of life concerns?	OPT	Group				CAPR 265-1 Para 16
j.	Does the chaplain provide worship, rites, and religious observances?	OPT	Both				CAPR 265-1 Para 16
3.	Participation: (CAPR 265-1)						
a.	Does the chaplain/MLO attend the annual chaplain conference?	OPT	Both				CAPR 265-1 Para 13a
b.	Does he wear the uniform properly?	OPT	Both				CAPR 39-1
c.	Does the chaplain/MLO know and use the proper chain of command for dealing with problems?	OPT	Both				CAPR 265-1
d.	Does the chaplain/MLO support the Emergency Services program? a. Are you qualified as a Mission Chaplain? b. Are you certified in Critical Incident Stress management?	SUI	Both				CAPR 60-3, Para 8-3b, CAPR 60-3 Para 2-3x, CAPR 60-5 Para 1a
4.	Maintenance of Reports and Records						
a.	Is a timely Chaplain's Report being submitted on CAPF 34?	OPT	Both				CAPR 265-1 Para 8
b.	Are chaplain records cut off, screened and disposed of or retained as required?	OPT	Both				CAPR 10-2 Table 4

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CHAPLAIN SERVICES PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROU P UNIT OR BOTH	Initial when document is provided
1.	Show the training records of the Chaplain and/or the Moral Leadership Officer	OPT	Both	
2.	Show list of subordinate Chaplains and Moral Leadership Officers to include name, address, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	How long has the Chaplain/MLO been in this position?	SUI	Both	
4.	Evaluate your involvement as a member of the Commander's staff to include answering the following questions: a. Are you included in staff meetings, If not, why not? b. Explain how do you ensure religious services are provided for all CAP activities that last over a weekend? Reference CAPR 265-1 Para 14 and 16c; CAPR 52-17 Para 5-5b; CAPR 60-3 Para 8-3b(4)	SUI	Both	
5.	Explain how you support the unit's Moral Leadership Program? a. How often do you conduct Moral Leadership Programs? b. What discussion topics have you conducted in the last 6 months? Reference: CAPR 52-17 Para 1-3e and 5-5b	SUI	Both	
6.	Explain what types of issues you have had to deal with in the past 2 years or while serving as Chaplain/MLO	SUI	Both	
7.	What suggestions would you like to give to the EACS, Chief of the Chaplain Service or Wing Chaplain to improve the CAP program for chaplains and MLOs?	SUI	Both	
8.	Describe in detail why the inspection team should consider rating Chaplain Services and Moral Leadership any higher than satisfactory?	OPT	Both	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ Date _____

CHAPLAIN – MORAL LEADERSHIP OFFICER GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected.

Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-3 FINANCE Required of each Unit and Group						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPM 20-1)						
a.	Has a unit finance officer (FM) been appointed in writing?	SUI	Both				CAPR 35-1. Para. 3)
b.	Is a copy of the personnel authorization or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para. 3
c.	Has the FM completed Level I/CPPT training	OPT	Both				CAPR 35-1 Para. 2.a & b
d.	Has the FM enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para. 2.a & b
e.	Is the FM thoroughly familiar with CAPP 202 and all CAP directives in the 173 series plus CAWGM 11-1?	OPT	Both				CAPR 173 & CAWGM 11-1 – Part III
f.	Does the Group FM maintain a current roster of subordinate Unit FMs?	OPT	Group				Management item
g.	Is the FM monitoring subordinate units to ensure that unit FMs are thoroughly familiar with CAPP 202 and all CAP directives in the 173 series?	OPT	Group				Management item
2.	Finance Committee: (CAPR 173-1)						
a.	Has a finance committee composed of at least the commander, FM and DA been appointed in writing?	SUI	Both				CAPR 173-1 Para 1a (2)
b.	Is a copy of the Unit personnel authorization or CAPF 2a filed in each member's personnel file?	OPT	Both				CAPR 35-1 Para. 3
c.	Has the finance committee established budgetary control over the financial affairs of the unit?	OPT	Both				CAPR 173-1 Para 2a (1)
d.	Does the finance committee approve all expenditures in excess of \$200, except recurring expenses already approved/budgeted?	OPT	Both				CAPR 173-1 Para 2a (3)

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
e.	Does the FM present a complete report of all financial transactions for the preceding year to the finance committee?	SUI	Both				CAPR 173-1 Para 2c(8)
f.	Does the finance committee maintain minutes and documentation of each of its meetings to include all approvals of expenditures of expenditures in excess of \$200	OPT	Both				CAPR 173-1 Para 2b
3.	Financial Management: (CAPR 173-1)						
a.	Has only one unit checking account plus one for each aircraft assigned, and optionally one savings account, been established? If more than one of either, has wing/CC approved?	SUI	Both				CAPR 173-1 Para 1c
b.	Are all checks pre-numbered and accounted for, including unused and voided checks?	OPT	Both				CAPR 173-1 Atch 5
c.	Are all blank checks on hand unsigned? (None pre-signed)	OPT	Both				CAPR 173-1 Atch 5
d.	Do all canceled or paid checks reflect two signatures?	OPT	Both				CAPR 173-1 Atch 5
e.	Does an itemized invoice or other documentary evidence support each check?	OPT	Both				CAPR 173-1 Atch 5
f.	Are all expenditures made by check and not by cash?	SUI	Both				CAPR 173-1 Para 2c(9)(a)
g.	Have all checks been made payable to individuals or organizations, rather than to "Cash"?	OPT	Both				CAPR 173-1 Para. 2c(9)(d)
h.	Are all monies received promptly deposited into the checking account and a duplicate copy of the deposit slip kept?	OPT	Both				CAPR 173-1 Para 9a(2)
i.	Do all monies deposited to the savings account come from the checking account?	OPT	Both				CAPR 173-1 Para 9a(2)
j.	Is the checkbook balance (Quicken) reconciled with the bank statement at the end of each statement month?	OPT	Both				CAPR 173-1 Atch 5
k.	Was the last annual consolidated financial report submitted timely?	OPT	Group				CAPR 173-1 – Para 3b
l.	Is an annual audit of unit funds completed and forwarded to CAWG?	SUI	Both				CAPR 173-Para 3b
m.	Was an audit of funds completed when the Commander changed hands?	OPT	Both				CAPR 173-1 Para 4a
n.	Was an audit of funds completed when the Finance Officer position changed hands?	SUI	Both				CAPR 173-1 Para 4a

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
o.	Were Audit Checklist guidelines used in conducting the audit and the results documented?	SUI	Both				CAPR 173-1 Para 4a and Atch 5
p.	Have all fund raising activities by the unit been approved by the wing commander, or conform to permissible activities under existing directives?	OPT	Both				CAPR 173-4 Para 3 and CAWGM 11-1
q.	Have cash donations been handled properly?	OPT	Both				CAPR 173-4 Para 8
4.	Maintenance of Records (CAPR 10-2)						
p.	Are each year's financial records filed separately?	OPT	Both				Management Item
a.	Are financial records and reports being retained IAW CAPR 10-2, then destroyed?	OPT	Both				Table 6

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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FINANCE

LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show the training records of the Finance Officer	OPT	Both	
2.	Show list of subordinate unit Finance personnel to include name, address, telephone numbers, e-mail addresses, etc.	OPT	Group	
3.	Describe the purpose of the finance committee	SUI	Both	
4.	Show Minutes of Finance Committee meetings for the past year. These include any approval of expenditures in excess of the limits pursuant to CAPR 173-1, budgets, etc.	OPT	Both	
5.	Show copy of budget for the current fiscal year.	OPT	Both	
6.	How many checking accounts and how many savings accounts are maintained?	SUI	Both	
7.	Who has the authority to administer funds and sign checks for each bank account? Show copy of the check signature card on file with the bank.	SUI	Both	
8.	Describe how the accounting records are maintained and if they are maintained in accordance with CAPR 173-1 Atch 1. NOTE: CAWG uses Quicken reports in lieu of manual spreadsheets (CAPF 173-1a thru f and CAPF 173-2)	SUI	Both	
9.	Show Quicken reports for each bank account for the past year.	SUI	Both	
10.	Show copy of audit report for the past year AND audit reports for every change of Commander and Finance Officer during the past two years.	SUI	Both	
11.	Show bank statements for the past year.	OPT	Both	
12.	Show monthly bank reconciliation for the past year.	SUI	Both	
13.	Describe what percentage of the unit's expenditures is made in cash and whether there is a petty cash fund.	SUI	Both	
14.	Finance is normally being done to the requirements, marginally being done or not being done. Describe why the inspection team should consider rating Finance Programs any higher than satisfactory?	OPT	Both	

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Group / Unit Inspected _____ **Date** _____

FINANCE GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS

(Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

TAB D-4 ADMINISTRATION All Units and Groups must complete							
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPR 20-1)						
a.	Has a unit administration officer (DA) been appointed in writing?	OPT	Both				CAPR 35-1 Para 3
b.	Is a copy of the personnel authorization or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para 3
c.	Has the DA completed Level I/CPPT	OPT	Both				CAPR 35-1 Para 2
d.	Has the DA enrolled in or completed the appropriate specialty track training?	OPT	Both				(CAPR 35-1 Para 2.a & b)
e.	Is the DA familiar with CAPP 205 and all CAP directives in the 5 and 10 series plus CAWGM 11-1?	OPT	Both				Management Item
f.	Does the DA maintain a current roster of subordinate Unit DAs?	OPT	Group				Management Item
g.	Is the DA monitoring subordinate units to ensure that unit DAs are qualified and familiar with CAPP 205 all CAP directives in the 5 and 10 series plus CAWGM 11-1?	OPT	Group				Management Item
2.	Publications and Forms Management: (CAPR 5-4)						
a.	Does the DA maintain a current and complete set of CAP and CAWG publications?	SUI	Both				(Para. 2.b(1))
b.	Do the CAP indices, CAPR 0-2 and 0-9, reflect the current status of all unit publications	OPT	Both				CAPR 0-2 Para 1
c.	Are publications posted correctly?	SUI	Both				Para 1g
d.	Is the DA familiar with the publications and blank forms requisitioning procedures?	OPT	Both				Para 2b
e.	Does the DA inventory stocks of blank forms and publications every 6 months and requisition sufficient quantities to last until the next semiannual requisition is submitted?	SUI	Both				CAPR 5-4 Para 2a
f.	Are spot checks documented?	SUI	Both				Para 2a

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
g.	Is CAPF 8 used when requisitioning replacement copies of publications and blank forms?	SUI	Both				Para. 6b
h.	Is the DA with the support of the commander ensuring that a maximum effort is made to conserve publications and blank forms?	OPT	Both				Para 6d
i.	Is the DA familiar with obtaining forms and publications from the Internet?	OPT	Both				Management item
j.	Are all blank forms on hand current or acceptable editions?	OPT	Both				Para 4c
k.	Are OIs kept to an absolute minimum?	SUI	Both				CAPR 5-4 Para 3
3.	Administrative Correspondence: (CAPR 10-1)						
a.	Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, other units, groups, wing, region and the National Headquarters?	SUI	Both				Para 2d
b.	Has a suspense control system been established to ensure prompt action on all communications?	SUI	Both				Para 6
c.	Are administrative communications clear and concise?	SUI	Both				Para 3a
d.	Are letters prepared in a proper style?	SUI	Both				Para 4
e.	Does Unit letterhead contain required information/format?	SUI	Both				Para 5
f.	Is the proper signature element used when preparing correspondence?	OPT	Both				Atch 2, Para 9
g.	Does the DA maintain a supply of properly formatted stationery for the Unit?	OPT	Both				Para 7
h.	Is the DA familiar with the format and use of endorsements and separate letter replies to correspondence?	OPT	Both				
i.	Does the DA ensure that the unit commander reviews all correspondence prepared by staff members prior to mailing?	OPT	Both				Management Item
4.	Electronic Methods						
a.	Are electronic methods used to process your administration program? If so, show: 1. folders and files on the computer 2. E-Mails (in and out)	SUI	Both				
b.	Are back-ups of the files done at least weekly?	SUI	Both				

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
c.	Are copies of back-ups stored in a facility or building different than where the computer is located?	SUI	Both				
5.	Administrative Authorizations: (CAPR 10-3)						
a.	Are administrative authorizations prepared in proper format?	SUI	Both				CAPR 10-3
b.	Are copies of Personnel Authorizations (PAs) and Participation Letters (PLs) issued by the commander on file?	OPT	Both				Management Item
c.	Have copies of the PA's and PL's been provided to the personnel officer for filing in each member's personnel file?	OPT	Both				CAPR 35-1, Para 3
6.	File Maintenance and Records Disposition: (CAPR 10-2)						
a.	Does the DA maintain management and control of all files within the Unit?	OPT	Both				Para 1
b.	Has the DA implemented a file maintenance plan?	OPT	Both				Para 1
c.	Are the unit's files arranged according to the plan to permit easy filing and retrieval?	OPT	Both				Para 3
d.	Are records filed properly?	SUI	Both				Para 3
e.	Are cut-off instructions followed?	SUI	Both				Para 9
f.	Are records screened for historical significance?	SUI	Both				Para 10
g.	Does the unit maintain a historical document file? Does the file contain copies of the following documents: 1) Unit Charter 2) All Organization Actions 3) All Personnel Authorizations 4) Any Participation Letters 5) List of former commanders with biographical data	OPT	Both				Management Item
h.	Are records that are selected for permanent retention prepared for storage appropriately?	OPT	Both				Management Item

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ADMINISTRATION PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show the training records of the Administration Officer and Assistant Administration Officer	OPT	Both	
2.	Show list of subordinate Administration personnel at the unit level to include name, address, telephone numbers, E-Mail addresses, etc.	OPT	Both	
3.	How do you determine the effectiveness of your administration program?	SUI	Both	
4.	Does the unit have the required current year and past year(s) files (hard copy or electronic? Reference: Records as provided by regulations.	SUI	Both	
5.	Show suspense log and describe follow-up actions for any outstanding items.	SUI	Both	
6.	How are members notified when reports or forms are due?	SUI	Both	
7.	Describe in detail why the inspection team should consider rating Administration any higher than satisfactory?	OPT	Both	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ Date _____

ADMINISTRATION GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

TAB D-5 PERSONNEL All Units and Groups must complete							
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Organization						
a.	Is the Unit / Group properly designated and manned IAW CAPR 20-3?	SUI	Both				CAPR 20-3
b.	Are changes properly submitted on a CAPF27?	SUI	Both				CAPR 20-3 Para 3a
c.	Is an organization chart posted and current?	SUI	Both				CAPR 20-1
d.	Is the Unit Charter Certificate available for inspection?	SUI	Both				CAPR 20-1. Para 3b
2.	Staffing: (CAPR 20-1)						
a.	Has a personnel officer (DP) been appointed in writing?	OPT	Both				CAPR 35-1 Para 3
b.	Is a copy of the personnel authorization or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para. 3)
c.	Has the DP completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para. 2a
d.	Has the DP enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para. 2b
e.	Is the DP familiar with the CAP Constitution and Bylaws, CAPP 200, all CAP directives in the 20, 35 and 39 series, and CAWGM 11-1?	OPT	Both				CAPR 20-1 Page 38
f.	Does the DP maintain a current roster of subordinate Unit DPs?	OPT	Group				Management Item
g.	Is the DP monitoring subordinate Units to ensure that Unit DPs are familiar with the CAP Constitution and Bylaws, CAPP 200, all CAP directives in the 20, 35 and 39 series, and CAWGM 11-1?	OPT	Group				Management Item
3.	Duty Assignments/Appointments:						
a.	Have duty assignments been made for each staff position appropriate to the operations and mission of the unit?	OPT	Both				CAPR 20-1 Part II
b.	Are all duty assignments reflected on CAPFs 2a or published in personnel authorizations.	SUI	Both				CAPR 35-1 Para 3

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
c.	Have all members assigned to duty positions completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para 2a
d.	Is there a system to ensure that all individuals working with cadets have completed CPPT training?	OPT	Both				CAPM 39-2
e.	Have all members assigned to duty positions either completed or enrolled in the appropriate specialty training track of the Senior Member Training Program?	OPT	Both				CAPR 35-1 Para. 2b
4.	Membership: (CAPM 39-2)						
a.	Does the DP use the checklists provided in CAPM 39-2 and CAWGM 11-1 Chap. 2 to ensure that membership applications are completed correctly prior to forwarding to NHQ	SUI	Both				CAPM 39-2 Para 2-4, 3-5, 3-7, 5-6, and 5-9, CAWGM 11-1 Chap. 2
b.	Have all active senior members been screened?	SUI	Both				CAPR 35-2 Para 3-3
c.	Does the DP have a system to ensure that membership applications forwarded to HQ CAP are processed timely?	OPT	Both				CAPP 200 Para 3d
d.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	SUI	Both				CAPR 35-2 Para 1
e.	Is the CAP nondiscrimination policy adhered to?	SUI	Both				CAPR 39-1
5.	Promotions: (CAPR 35-5)						
a.	Are member promotions processed in accordance with CAP regulations?	SUI	Both				CAPM 35-5
b.	Does the DP have a suspense system established to alert the unit commander when personnel satisfy time in-grade and training requirements for CAP promotion to the next higher grade? This also applies to subordinate Unit commanders who might hesitate to initiate their own promotion.	OPT	Both				CAPP 200 Para 3d and 3e
6.	Awards: (CAPR 39-3)						
a.	Are recommendations for awards received and processed in a timely manner?	OPT	Both				Management Item
b.	Does the unit commander personally approve each recommendation for the award before forwarding it to the next higher headquarters?	OPT	Both				CAPR 39-3 Para 10c(4)
c.	Is there evidence that the commander furnishes reasons to the initiator when a recommendation is disapproved?	OPT	Both				CAPR 39-3 Para 10c(4)

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
7.	Monthly Membership Listing: (CAPM 39-2)						
a.	Does the DP review the MML and / or CAP Watch regularly?	SUI	Both				CAPM 39-2
b.	Is there a procedure for individual members to periodically screen the MML to determine if their information is current and correct?	OPT	Both				CAPM 39-2
c.	Are corrections to the MML and/or CAP Watch forwarded to NHQ promptly?	SUI	Both				CAPM 39-2
d.	Is there a system to follow-up when a requested change is not reflected in a reasonable period of time?	OPT	Both				CAPM 39-2
8.	Personnel Records/Files: (CAPM 39-2)						
a.	Are the personnel files located in locked file cabinets with limited access?	OPT	Both				
b.	Are personnel actions recorded and maintained properly in a CAP personnel file?	SUI	Both				CAPM 39-2 Para 1-7
c.	Is the Information reflected on the MML consistent with that reflected in the member's personnel file? (Check a few randomly.)	OPT	Both				CAPM 39-2 Para 1-10
d.	Are records of former members separated from active records and maintained IAW directives?	SUI	Both				CAPM 39-2 Para. 1-8
e.	Are member transfers handled properly?	SUI	Both				CAPR 39-2 Para 1-11
f.	Are personnel files maintained in good order, with dividers to identify the categories of documentation?	OPT	Both				CAPM 39-2
9.	Uniforms (CAPR 39-1)						
a.	Are members wearing the CAP uniform properly?	SUI	Both				CAPR 39-1
10.	Maintenance of Records: (CAPR 10-2)						
a.	Are personnel records disposed of or retained as required?	OPT	Both				CAPR 10-2 Table 11

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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PERSONNEL PROGRAMS

LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show the training records of the Personnel Officer	OPT	Both	
2.	Show a list of subordinate personnel officers at the Unit level to include name, address, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	Show a check list which is used to insure all personnel files are complete	OPT	Both	
4.	Show a current listing of the MML or CapWatch for the Unit.	OPT	Both	
5.	Describe what is being done with members who have been members more than six months and have not completed Level 1 or CPPT	OPT	Both	
6.	Describe why the inspection team should consider rating Personnel any higher than satisfactory?	OPT	Both	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ Date _____

PERSONNEL GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

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CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-6 PUBLIC AFFAIRS All Units and Groups must complete						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPR 20-1)						
a.	Has a Unit / Group Public Affairs Officer (PA) been appointed in writing?	SUI	Both				CAPR 20-1 Page 27 CAPR 35-1 Para 3
b.	Is a copy of the personnel authorization or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para 3
c.	Has the PA completed Level I/ CPPT training	OPT	Both				CAPR 35-1 Para. 2a
d.	Has the PA enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para. 2b
e.	Is the PA familiar with CAPP 201, CAPR 190-1, CAPP 3 and current policies and activities of his/her unit?	OPT	Unit				CAPR 20-1 Page 39
f.	Is the PA qualified in the E.S. specialty for Information Officer in accordance with CAPR 60-3 and 60-4?	OPT	Both				CAPR 190-1 Page 9-1
2.	Responsibilities (CAPR 190-1)						
a.	Does the PA keep the commander informed of all public affairs matters?	OPT	Both				CAPR 190-1 Page 1-3
b.	Does the PA publish a Unit newsletter or newspaper on a regular basis?	SUI	Both				CAPR 190-1 Page 7-1
c.	Does the PA send copies of all local news releases that warrant national coverage to HQ CAP?	OPT	Both				CAPR 190-1 Page 4-4
d.	Has the PA established a working relationship with the local newspapers, press associations, service publications, wire services and broadcast stations?	OPT	Both				CAPR 190-1 Page 4-4
e.	Has the PA had prior training and experience in news writing, photography, broadcasting and public service announcement production?	SUI	Both				CAPR 190-1 Page 4-2
f.	Has the PA had prior training and experience in recruiting and advertising?	SUI	Both				CAPR 190-1 Page 4-2

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
g.	Has the PA had prior training in newsletter production?	SUI	Both				CAPR 190-1 Page 4-2
h.	Does the unit have a Web Page that is constantly changing and providing members and the general public current and informative information?	SUI	Both				CAPR 190-1 Page 4-2
i.	Does the PA maintain a current roster of subordinate Unit PA's?	OPT	Group				Management Item
j.	Is the PA monitoring subordinate unit PA's to insure they are familiar with CAPP 201, CAPR 190-1, CAPP 3 and current policies and activities of their Units?	OPT	Group				CAPR 20-1 Page 39
k.	Does the Group PA encourage subordinate unit PA's to fully participate in all phases of the PA program?	OPT	Group				CAPR 190-1 Page 4-4
l.	Have speaker bureaus been established at the group/unit level and does the PA maintain rosters of these bureaus?	OPT	Both				CAPR 190-1 Page 5-3
3.	Maintenance of Records: (CAPR 10-2)						
a.	Are public affairs program reports and records cut off, screened and disposed of or retained as required?	OPT	Both				CAPR 10-2 Table 12

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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PUBLIC AFFAIRS PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show the training records of the Public Affairs Officer	OPT	Both	
2.	Show a list of subordinate Public Affairs personnel to include name, address, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	What can Wing and other parties do to help train the public affairs officer if he/she has not had extensive training in the past regarding the functions of public affairs?	SUI	Both	
4.	How does the Public Affairs officer assist the commander in managing controversies that have the potential to affect the unit, group, wing, region and CAP as a whole? Reference: CAPR 190-1 Pages 3-15 and 4-4	SUI	Both	
5.	Describe how the Public Affairs Officer is working with staff members to achieve HQ Civil Air Patrol's primary public affairs (PA) objectives to: a. Increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security? b. Acquaint the public with the importance of aerospace power to our national security?	SUI	Both	
6.	Show a copy of the unit newsletter.	OPT	Both	
7.	Show the web page for the unit. Are news releases published on it?	SUI	Both	
8.	Describe other ways internal communications are supported within the unit.	SUI	Both	
9.	Show copies of the Public Affairs Reports sent to Group/Wing for the past year.	SUI	Both	
10.	What is the unit/group doing to make it part of the local community? a. Describe what is being done to interact with the local military, government, education, business, aviation and civic and media groups? b. Describe also how these groups are informed of CAP activities in aerospace education, cadet programs, emergency services, SAR, CD and other mission areas.	SUI	Both	
11.	Describe how you inform the local media representatives of CAP events. Show list of local media contacts.	SUI	Both	
12.	Describe why the inspection team should consider rating Public Affairs any higher than satisfactory?	OPT	Both	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

Group / Unit Inspected _____ Date _____

PUBLIC AFFAIRS GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-7 SUPPLY Required of every group/unit						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPM 20-1 Part II)						
a.	Has a supply officer (LGS) been appointed in writing?	SUI	Both				CAPR 35-1 Para 3-2
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para. 3
c.	Has the supply officer completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para 2a
d.	Is the supply officer familiar with CAPP 206 and CAP directives in the 67 and 87 series, plus CAWGM 11-1?	OPT	Both				CAPR 20-1 Page 37
e.	Does the supply officer maintain a current roster of subordinate unit supply officers?	OPT	Group				Management Item
2.	Management: (CAPM 67-1)						
a.	Is corporate property being managed and preserved for its intended purposes?	OPT	Both				CAPR 67-1 Para 1-4
b.	Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?	SUI	Both				CAPR 67-1 Para 3-7d(2)
c.	If efforts to recover property fail, is the wing commander requested to initiate a Report of Survey?	SUI	Both				CAPR 67-1 Para 4-8c
3.	Files and Reporting: (CAPM 67-1)						
a.	Have the required files been established to maintain accountability of CAP property:	SUI	Both				CAPR 67-1 Para 2-1
b.	Is a CAPF 38, <i>Property Document Register</i> , being used to record all transactions?	SUI	Both				CAPR 67-1 Para 2-1
c.	Is a new CAPF 38 Register started each January 1?	SUI	Both				CAPR 67-1 Para 2-1a
d.	Are document control numbers properly constructed and assigned?	SUI	Both				CAPR 67-1 Para 3-4
e.	Are expendable and non-expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation?	SUI	Both				CAPR 67-1 Para 2-1d

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
f.	Does the non-expendable property file contain CAPF 37 or DD Forms 1348-1A as appropriate until the changes are reflected on the next unit property inventory (S-3)??	SUI	Both				CAPR 67-1 Para 2-1b
g.	Are all non-expendable property items listed on the inventory?	OPT	Both				CAPR 67-1 Para 3-12
h.	Is the Transaction Register (TR) kept with the S-3?	SUI	Both				CAPR 67-1 Para 2-1c
i.	Is the S-3 reviewed upon receipt and processed as required for the annual inventory?	SUI	Both				CAPR 67-1, Para 3-12c & 3-12d
j.	Are all non-expendable property items accounted for?	OPT	Both				CAPR 67-1 Para 3-12
k.	Are expendable issues to Unit members being documented on CAPF 111?	SUI	Both				CAPR 67-1 Para 3-3b
l.	Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April?	SUI	Both				CAPR 67-1, Para 3-3b, 3-7b Para 3-7d
m.	Is a separate folder established for each individual or agency to which non-expendable property has been issued?	SUI	Both				CAPR 67-1 Para 2-3a
n.	Is the "Transfer of Property Responsibility" statement being prepared whenever a change of LGS occurs?	SUI	Both				(Para. 3-2b Atch 6
4.	Property Receipt Procedures						
a.	Are commercially procured and donated items properly identified on CAPFS 37?	SUI	Both				CAPR 67-1 Para 3-6c & 3-6d
5.	Property Disposal: (CAPR 67-1)						
a.	Is the disposition of all property (expendable and non-expendable) being documented on CAPF 37?	OPT	Both				CAPR 67-1 Para 3-9
b.	Has the unit reported all expendable and non-expendable property that is no longer required to CAWG for possible redistribution?	OPT	Both				CAPR 67-1 Para 4-1a
c.	Has the unit reported all lost, stolen, damaged or destroyed property to CAWG/CC and has the Wing Commander initiated a Report of Survey investigation?	SUI	Both				CAPR 67-1 Para 4-8c
6.	Other Supply Procedures: (CAPM 67-1)						
a.	Is all CAP property safely stored and protected from the elements to prevent deterioration?	SUI	Both				
b.	Are gasoline, oil, paint, and other flammable items stored in separate, outside facilities?	OPT	Both				

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
c.	Is the proper clearance being maintained from all light and heating fixtures?	OPT	Both				
7.	Maintenance of Records: (CAPR 10-2)						
a.	Are supply records disposed of or retained as required?	OPT	Both				CAPR 10-2 Table 10

SUPPLY PROGRAMS

LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show a copy of the training records of the Supply Officer	OPT	Both	
2.	Show CAPFs 38, CAPFs 37 and CAPFs 111 for the year to date.	OPT	Both	
3.	Show last year's S-3 report	OPT	Both	
4.	Show reports of surveys for the past year.	OPT	Both	
5.	Describe the specific procedures undertaken to find any missing items.	OPT	Both	
6.	Was a Unit Requirements "Want List" submitted? If one was submitted, when was it submitted and to whom?	SUI	Both	
7.	Describe why the inspection team should consider rating Supply any higher than satisfactory?	OPT	Both	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

Group / Unit Inspected _____ **Date** _____

SUPPLY GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS

(Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

TAB D-8 TRANSPORTATION Complete only if corporate vehicles assigned							
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPR 20-1)						
a.	Has a transportation officer (LGT) been appointed in writing?	OPT	Both				CAPR 20-1
b.	Is a copy of the personnel authorization or CAPF 2a in the member's personnel file?	OPT	Both				CAPR Para 3
c.	Has the LGT completed Level I/CPPT training	OPT	Both				CAPR 35-1 Para. 2a
d.	Has the LGT enrolled in or completed the appropriate specialty track?	OPT	Both				CAPR 35-1 Para. 2b
e.	Is the LGT familiar with CAPR 62-2, 67-1 and directives in the 76, 77, and 900 series, plus CAWGM 11-1?	OPT	Both				CAPR 20-1 Page 37
f.	Does the LGT maintain a current roster of subordinate Unit LGTs?	OPT	Group				Management Item
2.	Records: (CAPR 77-1)						
a.	Is a Vehicle Records Folder maintained for each vehicle? Does it contain: a. the title (or certificate of origin) b. copy of registration (original in vehicle) c. completed CAP inspection guide d. historical record of all maintenance repairs e. vehicle justification form (CAPF 175) f. invoices for expenses on vehicle g. copy of the liability insurance card (original card should be in the vehicle)	SUI	Both				CAPR 77-1 Para 2
b.	Are all vehicles registered in the name of "Civil Air Patrol, Inc."?	OPT	Both				CAPR 77-1 Para 3
3.	Maintenance						
a.	Is major maintenance being submitted on rehab request form to wing for reimbursement?	OPT	Both				

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles b. Major maintenance being submitted on rehab request form to wing for reimbursement c. Emergency vehicle repair procedures being followed	SUI	Both				CAPR 77-1 Para 8b Atch 1 CAPR 77-1 Para 2d Para 8c(1) Para 8c(2)
4.	Drivers and Use of CAP Vehicles						
a.	Do all operators have valid state driver's licenses and valid CAPF 75, <i>Motor Vehicle Identification Card</i> ?	SUI					CAPR 77-1 Para 4a(2)
b.	Are vehicles carrying passengers only operated by drivers who are at least 21	SUI	Both				National Board Minutes from Mar 02
c.	Are licensed operators under 21 years of age restricted from carrying passengers or towing trailers?	SUI	Both				National Board Minutes from Mar 02
d.	Are vehicles given a safety check prior to dispatch?	OPT	Both				CAPR 77-1, Para 7a
e.	Are non-member passengers approved in writing by the wing commander?	SUI	Both				CAPR 77-1, Para 5b
5.	Vehicle Appearance						
a.	Does the vehicle(s) project organizational professionalism at all times IAW CAPR 77-1? a. CAP seal on vehicle b. Vehicle identification number assigned and displayed on vehicle c. Vehicles are painted white (may be AF blue until paint job is required) d. Other markings to conform to federal, state and local laws? e. Are vehicles cleaned at least monthly and waxed at least once a year?	SUI	Both				CAPR 77-1 Para 9 Para 9d Para 9e Para 8c(3) Para 9f Para 9c
b.	Do the Unit CC and LGT ensure that the CAP Corporate Seal is NOT used on any privately owned vehicles except as permitted?	OPT	Both				
6.	Reports and Forms						
a.	Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements? 1) CAPR 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i> 2) Comply with state or local reporting procedures as required	SUI	Both				CAPR 77-1 Para 12

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 900-7? a. VSI claims are submitted within 60 days with all supporting documentation b. VSI windshield claims are submitted through appropriate channels on CAPR 70.	SUI					CAPR 77-1 Para 10c CAPR 900-7 Para 6e CAPR 77-1 Para 11 & CAPR 900-7 Para 8b
c.	Are transportation records disposed of or retained as required?	OPT	Both				CAPR 10-2 Table 10

TRANSPORTATION PROGRAMS

LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show list of subordinate unit Transportation officers to include name, address, telephone numbers, E-Mail addresses, etc.	OPT	Group	
2.	List any accidents or mishaps during the past twelve months involving CAP vehicles	OPT	Both	
3.	What procedures are in place to make sure only authorized drivers are driving CAP vehicles	OPT	Both	
4.	Show the last safety check of each vehicle.	OPT	Both	
5.	Show copies of each vehicle's CAP Form 73 for the past year.	OPT	Both	
6.	List the total mileage and hours and cost of repairs for each CAP vehicle within the unit for the past twelve months.	OPT	Both	
7.	Describe why the inspection team should consider rating Transportation any higher than satisfactory?	OPT	Both	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

Use Check List Below to Inspect Vehicles

CAP VEHICLE INSPECTION GUIDE FOR GROUP / UNIT INSPECTIONS				
WING / REGION		CHARTER		
MONTH / YEAR		ODOMETER READING		
VEHICLE ID. NO. (VIN)		YEAR OF VEHICLE		
VEHICLE MAKE		VEHICLE MODEL	FIELD ID NO.	
ITEMS TO BE CHECKED				
NO.	ITEM	YES	NO	
1.	Registration / Proof of Insurance			
2.	Fire Extinguisher / First Aid Kit			
3.	Damage (exterior and interior, missing parts)			
4.	Tires (visually check for damage / abnormalities)			
5.	Engine Oil and coolant (visually check fluid levels)			
6.	Battery Condition AND CORROSION			
7.	Leaks (visually check fuel / oil / coolant)			
8.	Drive Belts / Hoses (visually check for fraying or cracking)			
9.	Lights (visually check for proper operation)			
10.	Back up Alarm / Emergency Flashers (functionally check proper operation)			
11.	Safety devices (seatbelts / harness, headrests, etc.)			
12.	Instruments / Horn (functionally check proper operation)			
13.	Windshield Wipers / Washer (functionally check for proper operation / condition)			
14.	Brakes / Steering (functionally check responsive / effective / smooth)			
15.	Mirrors (rearview /side)			
16.	Exhaust System			
17.	Windows (functionally check proper operation)			
18.	Radio Mounts (CAP added equipment)			
19.				
20.	Tire Pressure			
TOTAL MILEAGE AND USAGE OF VEHICLE FOR PAST TWELVE MONTHS				
Miles for Administration	Miles for Cadet Activities	Miles for Mission Support	Other	Total Mileage for Past Twelve Months
Miles	Miles	Miles	Miles	Miles
Inspection Performed by			Date	

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

Group / Unit Inspected _____ **Date** _____

TRANSPORTATION GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-9 REAL PROPERTY Complete for each unit / group including those that are sub-leasing from other units / groups						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Leases, Licenses, Deeds, etc.						
a.	Does the unit have any real property such as buildings it owns, rents, leases or utilizes?	OPT	Both				
g.	Is the unit utilizing the facilities with a written agreement?	OPT	Both				
b.	Are there any licenses, leases, deeds or Letters of Agreement (LOAs) on file?	SUI	Both				CAPR 87-1 Para 1thru 4
d.	Have copies of the most current licenses, leases, deeds, LOAS or other appropriate documentation been forwarded to wing?	SUI	Both				CAPR 87-1 Para 5
e.	Are current copies of CAP Real Property Surveys on file for all real property the Unit owns, rents, leases or occupies and have copies been forwarded to wing?	SUI	Both				CAPR 87-1 Para 7 NHQ Policy Letter, Dec 02
f.	Are all terms and conditions of the agreement being followed?	OPT	Both				
2.	Maintenance of Records (CAPR 10-2)						
a.	Are real property records disposed of as required?	OPT					CAPR 10-2 Table 10

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REAL PROPERTY PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show copy of each license, lease, deed, Letter of Agreement (LOA) and any other document supporting the "right" of the unit to occupy the facility	OPT	Both	
2.	Explain if CAP is not compliant with of any part of a lease and what is being done to immediately correct the violation.	OPT	Both	
3.	Explain if real property is being utilized and there is little if any paperwork supporting the activity.	OPT	Both	
4.	Show copies of all real property surveys for the past two years.	OPT	Both	
5.	Describe why the inspection team should consider rating Real Property programs any higher than Satisfactory considering the various agreements are either being followed and administered properly or they are not?	OPT	Both	

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Group / Unit Inspected _____ Date _____

REAL PROPERTY GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

	TAB D-10 DRUG DEMAND REDUCTION PROGRAM						
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	DDR Programs						

**DRUG DEMAND REDUCTION PROGRAMS WILL NOT BE
RATED**

IN CALIFORNIA WING AT THIS TIME

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

TAB E-1 COMMAND Must be completed by each Unit / Group							
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPM 20-1 Part II)						
a.	Has a commander been appointed in writing?	OPT	Both				CAPR 35-1 Para. 3
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? [Wing Commander appoints Group Commanders. Group Commander appoints Unit Commanders and Group Staff. Unit Commanders appoint staff at unit.]	OPT	Both				CAPR 35-1 Para. 3
c.	Is this the only duty assignment held by the commander?	OPT	Both				Management Item
d.	Is the commander familiar with the CAP Constitution, Bylaws, and all policy matters (National, region, wing and Group) affecting his/her command?	OPT	Both				
e.	Has the commander completed Level I/CPPT?	OPT	Both				CAPR 35-1 Para 2a
f.	Has the commander enrolled in or completed some specialty-training track?	OPT	Both				CAPR 35-1 Para 2b
g.	Has the commander attended the CAWG Unit Commander's Course (UCC)?	OPT	Both				Management item
h.	Does the commander maintain a current roster of subordinate unit commanders?	OPT	Group				Management item
i.	Is the commander monitoring subordinate units to ensure that unit commanders are familiar with the CAP Constitution, Bylaws, and all policy Matters (National, region, wing, and Group) affecting their commands?	OPT	Group				Management item
2.	Organization: (CAPR 20-1)						
a.	Is the unit's organizational structure in accordance with CAPR 20-1 Part II, including staff titles?	OPT	Both				
b.	Is a current organizational chart available and posted with current duty assignments?	OPT	Both				Para 21b

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
c.	Are all key staff positions filled?	OPT	Both				
d.	Are attempts being made to recruit more members to fill vacant staff positions?	OPT	Both				
3.	Facilities:						
a.	Are the facilities adequate to meet the needs of the unit?	OPT	Both				Management Item
4.	Responsibilities and Supervision: (CAPR 20-1)						
a.	Is the commander delegating authority to his/her staff rather than attempting to carry too much of the workload?	OPT	Both				Para 14a
b.	Have unit goals been established, published and distributed to the group and subordinate unit membership?	OPT	Group				
c.	Did the commander attend the last wing conference?	OPT	Both				Management Item
d.	Does the commander ensure all members wear the uniform properly?	OPT	Both				CAPM 39-1
5.	Financial Management: (CAPM 173-1)						
a.	Is the commander listed as a member of the finance committee on the unit personnel authorization?	OPT	Both				Para 1a(2)
b.	Do individual staff members submit budget items for inclusion in the Unit budget?	OPT	Both				Management item
c.	Is the commander monitoring the income and expenditures of the unit by receiving financial reports no less than once a month?	OPT	Both				Management item
d.	Was an audit of the unit funds completed when you assumed command of the unit?	SUI	Both				CAPR 173-1 Para 4a
e.	Were attachment 5's guidelines used in conducting the audit and is there documentation?	SUI	Both				CAPR 173-1 Para 4a
f.	Was a copy of the audit report sent to Wing Headquarters within 30 days?	SUI	Both				CAPR 173-1 Para 4b
6.	Cadet Programs: (CAPR 52-16)						
a.	Is the commander personally involved with the unit's cadet program?	OPT	Both				Para. 1-1a
b.	Is the commander familiar with the progress of the unit's cadet flight orientation program?	OPT	Both				Management Item
c.	Does the commander meet frequently with the Cadet Advisory Council (CAC)	OPT	Group				CAPR 52-16 Para 3-1
d.	Are minutes of the CAC meetings reviewed by the commander?	OPT	Group				Para 3-2a

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
e.	Has the commander reviewed the Cadet Protection Program with all the cadets?	OPT	Unit				CAPR 52-10 Para 4f
7.	Senior Programs: (CAPR 50-17)						
a.	Does the commander ensure that Level I/CPPT courses are offered at least quarterly?	OPT	Group				Para. 3-7
b.	Has the commander ensured that all senior personnel and cadets over 18 have completed CPPT?	OPT	Both				Para 1-10
8.	Safety Program: (CAPR 62-1)						
a.	Has the commander ensured that an active safety education program is established within the unit?	SUI	Both				CAPR 62-1 Para 1b
b.	Does the commander ensure that safety items are briefed at staff meetings and commander's calls?	OPT	Both				Para 2b(1)
c.	Does the commander ensure Short Notice Inspections are done at each unit with an active pilot at least once every eighteen months?	OPT	Group				
d.	Has the commander ensured that an internal safety survey is scheduled and conducted annually?	OPT	Both				Para 2f
e.	Has the commander established procedures to monitor the internal safety surveys of subordinate units?	OPT	Group				Para 2f
f.	Has the unit been accident/incident free since the last inspection?	OPT	Both				
9.	Public Affairs: (CAPR190-1)						
a.	Are the commander and staff actively engaged in promoting CAP throughout the geographical area served by the unit?	OPT	Both				
b.	Does the commander regularly communicate with squadron members through a newsletter, web page and/or e-mail?	OPT	Both				
c.	Does the commander encourage and support the Unit PAO?	OPT	Both				
10.	Operations: (CAPR 60-1)						
a.	Does the commander ensure that all members comply with the provisions of CAPR 60-1?	OPT	Both				
b.	Is the commander knowledgeable of his/her responsibilities pertaining to flight safety and the suspension of flying privileges?	OPT	Both				Para. 1-6, Chapter 2
c.	Has a PA been issued to name members on the Mission Crew Certification Board (Flying Units and all Groups)?	OPT	Both				

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
d.	Does the commander have a program in place to assure the completeness of the unit's pilot records?	OPT	Both				Para. 2-8
11.	Emergency Services: (CAPR 60-3, 60-4 & 60-5)						
a.	Has the commander supplied a current alert roster to the next higher HQ?	OPT	Both				
b.	Has the commander followed up to make sure there has been effective training for ground and flight crews and that they are current?	OPT	Group				
c.	Does the commander possess a current CAPF 101?	OPT	Both				Management item
d.	Does the unit have current and approved MOU's with local agencies? Show a copy.	SUI	Both				CAPR 60-3 Para 5-3b(1)
e.	Has the commander had a local ES training exercise during the past twelve months?	OPT	Group				
12.	Aerospace Education: (CAPR 280-2)						
a.	Does the commander take an active part in the unit's aerospace education program?	OPT	Both				CAPR 20-1 Part III
13.	Nondiscrimination: (CAPR 39-1)						
a.	Does the commander enforce DOD Directive 5500.11, 1020.1 and AFI 36-2707 (Non-Discrimination) throughout the unit/group?	SUI	Both				DoDD 5500.1 and 1020.1, AFI 36-2707 and CAPR 39-1
b.	Are you aware that Wing maintains copies DOD Directive 5500.11 and 1020.1 for review upon request by any CAP member?	SUI	Both				CAPR 39-1 Para 2a(2)
c.	Have you made your members aware of this	SUI	Both				CAPR 39-1 Para 2a(2)
14.	Complaints: (CAPR 123-2)						
a.	Does the commander have an open door policy?	OPT	Both				Para. 6a
b.	Are complaints processed in a timely manner, or forwarded to the next higher command if not resolved locally?	OPT	Both				Para. 8
c.	Does the commander emphasize the chain of command for complaints?	OPT	Both				Para 6b
d.	Are investigation reports promptly processed and safeguarded from disclosure to unauthorized persons?	OPT	Group				Para 8

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
15.	Awards:						
	NOTE: Each Unit/Group should recognize their members for good work. This includes some, but not necessarily all of the following awards.						
a.	Did the unit awards committee submit to the commander for approval and did the commander approve and submit unit nominations for the following annual wing awards during the past year?	OPT	Group				CAWGM 11-1 Para. 4-9 and Chapter 11
a-1	Senior Member of the Year	OPT	Group				
a-2	Cadet of the Year – unless senior unit only	OPT	Group				
a-3	Cadet NCO	OPT	Group				
a-4	Ferman Award, Male	OPT	Group				
a-5	Ferman Award, Female	OPT	Group				
a-6	Pilot of the Year	OPT	Group				
a-7	Ground Team Member of the Year	OPT	Group				
a-8	Public Affairs Officer of the Year	OPT	Group				
a-9	Observer of the Year	OPT	Group				
a-10	Chaplain of the Year	OPT	Group				
a-11	Moral Leadership Officer of the Year	OPT	Group				
a-12	Aerospace Education Officer of the Year	OPT	Group				
a-13	Safety Officer of the Year	OPT	Group				
a-14	Logistics Officer of the Year	OPT	Group				
a-15	Senior Squadron of the Year	OPT	Group				
a-16	Cadet Squadron of the Year	OPT	Group				
a-17	Composite Squadron of the Year	OPT	Group				
a-18	Squadron Newsletter of the Year	OPT	Group				
17.	Unit Membership Board: (CAPM 39-2)						
a.	Does the commander refer all applications for membership to the Unit membership board?	OPT	Both				CAWG Policy Letter 15

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COMMAND PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show a copy of the PA or CAPF 2a appointing Commander	OPT	Both	
2.	Show a copy of PA or CAPF2a(s) appointing each of the staff members and all boards/committees. (Group only for IG)	OPT	Both	
3.	How do you ensure all essential positions are filled with trained personnel? a. cadets b. seniors c. appointment of legal officers are tendered only to qualified personnel?	SUI	Both	
4.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.)	SUI	Both	
5.	Describe your internal communications procedures to include but not limited to the following: a. Frequency of staff meetings, conference calls, etc., written minutes. b. How do you ensure proper budget planning, execution and review? c. How good are your internal procedures for safeguarding supplies and equipment against theft or misuse? d. When needed is the Wing Commander requested to initiate a Report of Survey investigation and is the member(s) notified of the finding (and pecuniary liability if appropriate)? e. How do you ensure your file disposition plan meets your need for continuity?	SUI	Both	
6.	Describe what the commander is doing to promote safety.	OPT	Both	
7.	Show the unit supplement to CAPR 62-1 outlining procedures for the conduct of the pilot proficiency program and special safety policy guidance as necessary for the local situation?	OPT	Both	
8.	Show the ground and flying safety records for the past three years.	SUI	Both	
9.	Describe your mishap notification procedure	SUI	Both	
10.	How has the commander implemented Operational Risk Management into CAP operations.	SUI	Both	
11.	How does the commander ensure the unit's flight release program properly protects CAP members and equipment?	SUI	Both	
12.	Describe the membership demographics (recruiting and retention for both cadets and seniors) since the current commander has been assigned the position. Include details on increases and/or decreases in membership and any perception as to why?	SUI	Both	
13.	How do you encourage parental participation, as applicable?	SUI	Both	
14.	Have you ever terminated a member? If so what procedures did you follow?	SUI	Both	
15.	What is your procedure for member suspension?	SUI	Both	

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	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
16.	What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet?	SUI	Both	
17.	Explain the reports control process within the unit to ensure all reports are submitted on a timely basis.	OPT	Both	
18.	Describe what the commander is doing regarding short notice and full inspections and the follow-up to resolve findings and discrepancies.	OPT	Group	
19.	Describe your process for handling IG and Fraud, Waste and Abuse complaints	SUI	Both	
20.	Describe why the inspection team should consider rating Command any higher than satisfactory?	OPT	Both	

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Group / Unit Inspected _____ Date _____

COMMAND GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS:

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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Group / Unit Inspected _____ **Date** _____

Individual(s) interviewed _____

Individuals conducting the interviews _____

TAB E-2 INSPECTOR GENERAL / INSPECTIONS Groups Only							
ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
1.	Staffing: (CAPR 20-1)						
a.	Has a group inspector (IG) been appointed in writing?	OPT	Group				CAPR 35-1 Para. 3
b.	Is a copy of the personnel authorization or CAPF 2a filed in the member's personnel file?	OPT	Group				CAPR 35-1 Para. 3
c.	Is the only duty assignment the IG holds that of IG of this unit?	OPT	Group				Management Item
d.	Has the IG completed Level I/CPPT training	OPT	Group				CAPR 35-1 Para 2a
e.	Has the IG enrolled in or completed the appropriate specialty track training?	OPT	Group				CAPR 203
f.	Is the IG familiar with CAPP 203 and all CAP directives, particularly CAPM 20-1, regulations in the 123 Series and CAWGM 11-1?	OPT	Group				CAPR 20-1 Page 42
2.	Responsibilities:						
a.	Did the Inspector prepare an annual inspection schedule and send copies to CAWG/IG and each subordinate unit scheduled for inspection?	OPT	Group				CAPP 203 Para 5
b.	Are the units to be inspected – with a full inspection notified of the forthcoming inspection at least 45 days in advance? Was this documented	OPT	Group				CAPR 123-3 CAWG Supp 1 Para 3
c.	Does the IG keep the commander advised of all discrepancies that could hinder mission accomplishment?	OPT	Group				CAPP 203 Para 5d
d.	Does the IG ensure that all evaluations are based on unbiased observations and that they reflect commendable accomplishments as well as deficiencies?	OPT	Group				CAPP 203 Para 5g
3.	Inspections:						
a.	Are Full Inspections done timely utilizing the CAWG SUI Check List for each applicable section?	OPT	Group				CAPR 123-3 CAWG Sup 1 Para 2 and 4

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Is the “team concept” used for inspections?	OPT	Group				CAPP 203 Para 7a
c.	Are the records and operation of each functional area examined and given a rating?	OPT	Group				Management Item
d.	Does the IG present an exit briefing to the inspected unit commander that includes ratings, observations, findings, and commendable/benchmark items?	OPT	Group				CAPR 123-3 Para 5e
e.	Are Short Notice Inspections done timely for each unit with an active pilot?	OPT	Group				CAPR 60-2 Para 4a
f.	Does the IG maintain a system for verifying that corrective actions are completed?	OPT	Group				
4.	Inspection Reports: (CAPR 123-3)						
a.	Is a written report prepared for each full inspection using the proper format?	OPT	Group				CAPR 123-3 CAWG Sup 2
b.	Is the report sent to the unit commander of the inspected unit within 30 days following the inspection?	OPT	Group				CAPR 123-3 Para 8
c.	If replies are required, are they received timely (within 30 days)?	OPT	Group				CAPR 123-3 CAWG Sup 2
d.	When action on all discrepancies are complete is the report closed only after group revisits the Unit and validates the findings have been corrected?	OPT	Group				CAPR 123-3 CAWG Sup 2
e.	Is a written report prepared for each Short Notice Inspection Report?	OPT	Group				CAPR 60-2 Para 4e
f.	Does the Group follow-up by visiting the Unit to insure to insure all findings or discrepancies have been corrected in a reasonable time?	OPT	Group				CAPR 123-3 CAWG Sup 2
g.	Are copies of all inspection reports sent to the Wing IG?	OPT	Group				CAPR 123-3 CAWG Sup 2
h.	Are inspection reports maintained in a locked file?	OPT	Group				Management Item
5.	Maintenance of Current Records and Directives: (CAPR 10-2)						
a.	Are IG records and reports disposed of or retained as required?	OPT	Group				Table 5

CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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INSPECTOR GENERAL / INSPECTION PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Describe the training and/or prior experience the Group IG has that qualifies the person for the position.	OPT	Group	
2.	How are CAP personnel in your Group are made aware of the IG system? a. Has it been utilized properly in the past 3 years? b. Describe any instances in which it should have been utilized but was not. Describe the efforts to rectify the problem c. Describe how the IG advertises to the group the purpose, capability and authority of the IG to support an effort to handle problems at the lowest level.	OPT	Group	
3.	Show the schedule of upcoming short notice inspections (no less than one per unit every 18 months) and full inspections of each unit (no less than one per unit every 24 months)	OPT	Group	
4.	Describe what is being done to follow-up on the inspection reports to make sure all items are closed out over a reasonable amount of time.	OPT	Group	
5.	Provide copies of each inspection report if it has not been sent to Wing Headquarters.	OPT	Group	
6.	Show inspection reports and supporting documents from the past twenty-four months.	OPT	Group	
7.	Show records of any "open Items" from the last inspection of each unit.	OPT	Group	
8.	Describe how you handled formal complaints that were filed during the past year and whether the process as outlined by National Headquarters was followed.	OPT	Group	
9.	How many complaints were processed during the past year and what was the disposition of each?	OPT	Group	
10.	Describe any incidents during the past twelve months wherein complaints were prevented by mediating the issues before they became any more serious.	OPT	Group	
11.	Describe in detail what the Group is doing and why the inspection team should consider rating Inspections and the IG section any higher than satisfactory?	OPT	Group	

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Group / Unit Inspected _____ Date _____

INSPECTOR GENERAL / INSPECTIONS GRADE, COMMENTS, OBSERVATIONS, FINDINGS,

COMMENDABLES, and BENCHMARKS (Comment on the basis for the grade from all the information collected.

Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.)

GRADE FOR THIS SECTION _____

COMMENTS:

OBSERVATIONS:

FINDINGS:

COMMENDABLES and / or BENCHMARKS: